



Missouri Department of Elementary and Secondary Education

— *Making a positive difference through education and service* —

DATE: April 14, 2004
TO: Administrators of Trade, Industrial, and Health Sciences Programs
FROM: Gavin S. Allan, Director of Industrial Education
RE: 2004 New Teacher Institute (NTI) Registration (Due July 1, 2004).

This year's New Teacher Institute for new Trade, Industrial, and Health Sciences instructors will begin with a two-week session starting Sunday evening, August 1, 2004, through Thursday afternoon, August 12, 2004, at Central Missouri State University in Warrensburg, Missouri. As a yearlong activity with two regional fall "callback" sessions, the institute will end with the final "callback" session during the spring, 2005. Upon successful completion of the entire Institute, participants will be awarded three semester hours of undergraduate or graduate credit (at no cost to them) from Central Missouri State University.

As you may know, NTI is required for new Trade, Industrial, and Health Sciences instructors who do not possess formal education training or prior successful teaching experience. Some instructors who were hired late for the FY-04 school year will also be admitted. Additionally, applicants from other Career Education areas will be considered under these criteria. Exemptions from NTI participation can be granted based on an instructor's previous teaching experience, professional education coursework, and Administrator evaluation. If you feel you have an instructor who should be exempt from NTI, please send me a letter outlining the instructor's credentials and your recommendation for exemption. You are also encouraged to contact me regarding specific questions on participant eligibility and the NTI requirement for certification.

All NTI participants must be vocationally certified. If an applicant does not have a valid Vocational teaching certificate, a completed APPLICATION FOR MISSOURI VOCATIONAL CERTIFICATE form must accompany the attached NTI application. The application may be found on our website: <http://www.dese.mo.gov/divcareered/certifications.htm#tni>. You can contact Mark Shore; supervisor of vocational certification, who can assist you with your questions regarding certification. Mark can be reached at 573-751-7863, or mark.shore@dese.mo.gov.

We frequently receive questions/feedback regarding whether or not a school should compensate their instructors while they attend NTI. While this is a local decision, I can relay that many of our instructors report that it is difficult for them to quit their industry jobs and forfeit their compensation to participate in NTI. While I cannot make that decision for you, feel welcome to contact your peers in the field to see how they are addressing this issue (extended contracts, stipends, expenses, etc.). As a professional development activity, NTI is a fundable expenditure under Perkins. Please let me know if you need any assistance in this area.

While the registration fee for NTI is \$100.00 per participant, in past years there have been no additional costs to the LEAs or participants for tuition, fees, materials, a double-occupancy motel room, or meal expenses. This year, we are planning to direct-bill the participants' motel lodging expenses to DESE, as well as providing catered lunches and dinners to participants (the motel will be providing a continental breakfast). We anticipate covering these expenses again this year, but this depends on the FY-05 state budget. However, transportation expenses to and from the Institute is the responsibility of the LEA.

Please assist your new instructors in completing the enclosed application, and submit it to us by **July 1, 2004**, along with a check, money order, or purchase order for \$100.00 payable to "CMSU - New Teacher Institute". Lori Cochran, NTI Director, will mail specific logistical information regarding the institute directly to you and your new instructor in the near future. The NTI application is also available on our website at: http://www.dese.mo.gov/divcareered/Forms/TNI_New_Teacher_Institute_Application.pdf.

Thank you for your support of NTI, and please contact me with your questions at gavin.allan@dese.mo.gov or 573-751-2584.

Enclosure

c: Lori Cochran,
Bart Washer
Nancy Fedorchak
Mike Wright
Dennis Harden
Mark Shore